

**Board of Directors  
San Simeon Community Services District**



**BOARD PACKET**

**Wednesday, May 14, 2014  
Regular Meeting 6:00 pm**

**Cavalier Banquet Room  
250 San Simeon Avenue  
San Simeon, CA**

Prepared by **ULTURA**<sup>®</sup>

**AGENDA**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, May 14, 2014**  
**6:00 pm**

**CAVALIER BANQUET ROOM**  
**250 San Simeon Avenue**  
**San Simeon, CA**

**1. NO CLOSED SESSION:**

**2. REGULAR SESSION: 6:00 PM**

**A. Roll Call**

**B. Pledge of Allegiance**

**3. PUBLIC COMMENT:**

Any member of the public may address and ask questions of the Board relating to any matter within the Board's jurisdiction, provided the matter is not on the Board's agenda. Presentations are limited to three (3) minutes or less with additional time at the discretion of the Chair. Your comments should be directed to the Board as a whole and not directed to individual Board members. The Brown Act restricts the Board from taking formal action on matters not published on the agenda.

**A. Sheriff's Report – Report for April.**

**B. Public comment on Sheriff's Report**

**4. BOARD PRESENTATIONS AND ANNOUNCEMENTS:**

**5. STAFF REPORTS**

**A. General Manager's Report**

**1. Staff Activity – Report on Staff activities for the month of April.**

**2. Groundwater availability Update – Verbal update from Cleath and Associates**

**3. Grants, Loans and Partnership Opportunities:**

**A. IRWM (Integrated Regional Water Management)/WRAC (Water Resource Advisory Council) Grant opportunity for Recycled Water/Purple Pipe. Governor's Draught Grant Funds.**

**B. PG&E Street Light Replacement Program for East Side of Highway – Verbal update of process.**

**C. SLOCOG – Scenic Byways Welcome Monument**

**4. San Simeon Recycled Water Use – verbal update.**

**B. Superintendent's Report**

1. **Wastewater Treatment / Collection Systems** – Summary of operations and maintenance for April.
2. **Water / Distribution Systems** – Distribution performance for the Month of April.
3. **District Maintenance** – Summary of District maintenance for April.

**C. District Financial Summary** – Update on Monthly Financial Status for close of business April 30, 2014.

**D. District Counsel's Report** – Tim Carmel/Heather Whitham

**6. ITEMS OF BUSINESS**

- A. **Approval of last month's minutes** – April 09, 2014.
- B. **Approval of Disbursements Journal(s)** – May 14, 2014.

**7. DISCUSSION/ACTION ITEMS**

A. **Notice of Completion of Wellhead Rehab Project** – USDA required process.

**8. Board Committee Reports** – Oral Report from Committee Members.

**9. Board Reports** – Oral Report from Board Members on current issues.

**10. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS-** Requests from Board members to receive feedback, direct staff to prepare information, and/or request a formal agenda report be prepared and the item placed on a future agenda.

**11. ADJOURNMENT**

All staff reports or other written documentation, including any supplemental material distributed to a majority of the Board within 72 hours of a regular meeting, relating to each item of business on the agenda are available for public inspection during regular business hours in the District office, 111 Pico Avenue, San Simeon. If requested, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. To make a request for a disability-related modification or accommodation, contact the District Administrator at 805-927-4778 as soon as possible and at least 48 hours prior to the meeting date.

This agenda was prepared and posted pursuant to Government Code Section 54954.2.

**GENERAL MANAGER'S REPORT**  
**Charles Grace**  
**Staff Activities for April**

**GENERAL MANAGER'S REPORT**  
**May 14, 2014**

**1. Staff Activity – Report on Staff activities for the month of April.**

Along with billing and collections the second quarter Newsletter was written and distributed to all residents of San Simeon. Staff worked with Phoenix Engineering on the paperwork needed to finalize the Wellhead Project. Staff continues to training residents and hotels on the use of Recycled Water. Staff Administrator is currently working with several agencies on Grants for Recycled Water, Beach Accesses, Street lights and Welcome Monument and Interpretive Signs. Staff worked with Phoenix Engineering to finalize the design of the SCRWF (Small Scale Recycled Water Facility) upgrade and placed the 100GPM pump and 2500 gallon tank on order. Coordinated the transition of bookkeepers and sent out Stage 3 notifications.

The General Manager and Administrator met with the Governor's Office, Cal EMA, the County Emergency Services Manager, the Coastal Commissioner, The State Water Resource Board, Muril Cliff and Bruce Gibson regarding San Simeon's water resources in light of the drought. The agencies were enthusiastic toward the recycled water project(s) and well rehabilitation project. The agencies encouraged the District to apply for the Grants that are available.

**2. Groundwater availability Update – Verbal update from Cleath and Associates**

**3. Grants, Loans and Partnership Opportunities – Update on USDA Wellhead Project**  
**A. IRWM (Integrated Regional Water Management)/WRAC (Water Resource Advisory Council)**  
**Grant opportunity for Recycled Water/Purple Pipe. Governor's Draught Grant Funds**

The Governor has released \$19 million dollars of PROP 84 to the Central Coast Region (7 counties) for draught relief. Staff submitted the Purple Pipe Project to the County. Wednesday, May 7<sup>th</sup>, out of eighteen projects county wide, IRWM accepted San Simeon's Purple Pipe Project to the Grant list. Four other projects were chosen. There is a vetting process that San Simeon needs to go through to be officially part of the Grant cycle. This includes a completely updated Title 22 Report that includes recycled water for hotel laundry use and a completed Groundwater study. At this time we do not know what the costs of updating our original grant application will be. Staff will keep the Board updated.

**B. PG&E Street Light Replacement Program for East Side of Highway – Verbal update of process.**

Staff has submitted a letter to PG&E requesting an estimate for the undergrounding of the power lines. PG&E would like \$2000 to proceed with the engineer estimate. The \$2000 will be contributed to the costs of the construction. The process with the County has been started. No update at this time.

**C. SLOCOG ( San Luis Obispo Council of Governments) – Scenic Byways Welcome Monument**

SLOCOG is working with Cannon and Associates and trying to get a handle on the overall budget for all of the welcome monuments Cal Trans project. They are trying to address the funding shortfalls they have now run across. They need to ask each recipient agency if they are able to contribute toward the cost of construction. The construction estimate for the San Simeon monument is about \$107,000. They would like a District match of 10% toward the construction estimate. Staff is asking if the Board would like for this item to be moved to Discussion Action Items for the June meeting.

**4. San Simeon Recycled Water Use – Progress since obtaining the permit to use and presentation of Recycled Water Project logo.**

Staff is continuing to train residents, commercial properties and Distributors on the Recycled Water Program.

Staff has trained to date: (8) Distributors, (11) Residents, (11) Homeowner Associations, (9) Hotels and (2) Restaurants in the use of Recycled Water.

Staff is working to increase the storage and pumping capacity. The Design is complete, the larger pump is on-site and the larger tank is on order with delivery scheduled for the end of May.

**SUPERTINTENDENT'S REPORT**  
**Jerry Copeland**  
**Facilities Update for April**

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Superintendent's Report**  
**Activities of April 2014**

**Wastewater Treatment Plant**

- All sampling, testing and reporting at the wastewater treatment plant was performed as required by the RWQCB.
  
- We had a failure of the ozone analyzer on the recycled water facility. A new rebuild kit was ordered and installed. A second one has been ordered so there is one on our shelf.
  
- The variable frequency drive unit for blowers #4 and #5 was removed and sent to a contractor for service.

**Water Distribution System**

- All routine sampling and testing was performed. The monthly report was submitted to the CDPH.
  
- The annual report was submitted to the CDPH.
  
- Monthly meter reading was performed.
  
- Staff assisted Phoenix Engineering and Raminha Construction and their subcontractors with the domestic water well rehabilitation project.

**District and Equipment Maintenance**

- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all of these activities.



**San Simeon Community Services District - Monthly Data Report -April 2014**

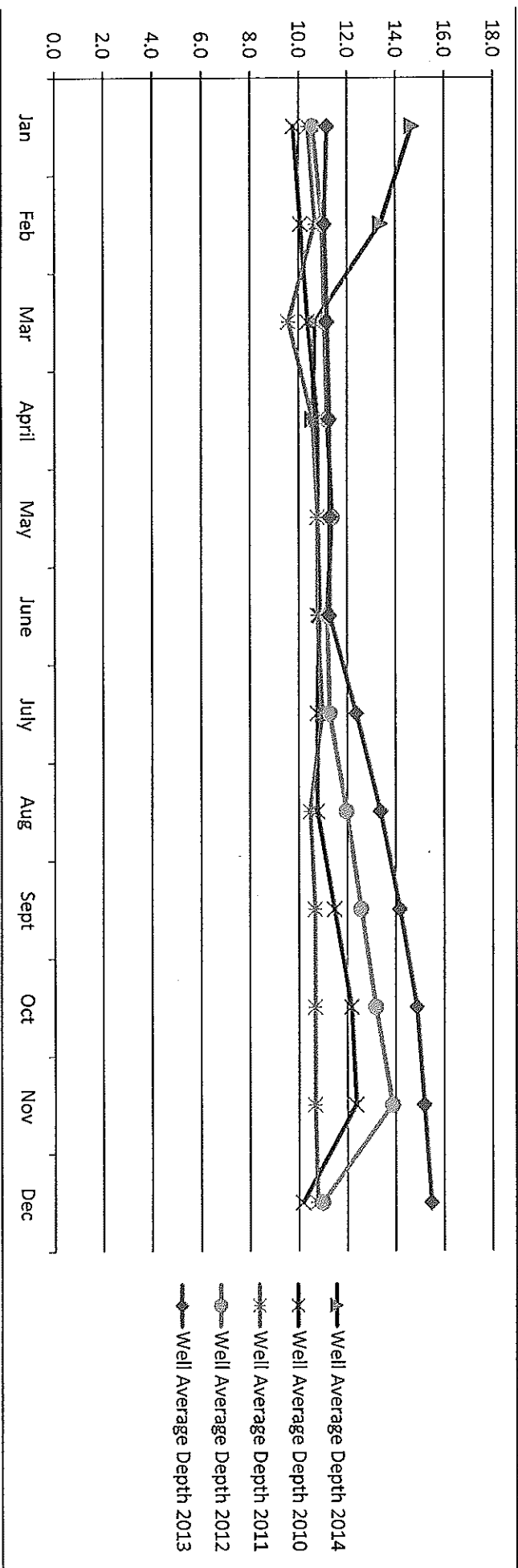
Date	Day	Wastewater Influent Daily flow	Wastewater Effluent Daily Flow	CALCULATED Well 1 Total Pumped	CALCULATED Well 2 Total Pumped	CALCULATED Total Daily Water Produced	Recycled Water Distributed	Water Level Well 1	Water Level Well 2	Rainfall in Inches	INPUT State Sewer Daily Flow
04/01/14	Tue	87,659	80,430	51,537	0	51,537	0	10.4	10.3	0.51	9,692
04/02/14	Wed	87,687	106,370	898	38,148	39,046	0	10.4	10.3	0.28	11,378
04/03/14	Thu	71,435	76,720	0	50,939	50,939	0	10.5	10.3	0.00	13,804
04/04/14	Fri	76,619	92,520	80,036	0	80,036	0	10.5	10.4	0.00	10,448
04/05/14	Sat	95,175	82,050	84,599	0	84,599	0	10.8	10.7	0.00	11,106
04/06/14	Sun	80,401	90,460	51,163	0	51,163	0	10.8	10.6	0.00	12,595
04/07/14	Mon	76,703	90,990	0	63,730	63,730	0	10.7	10.6	0.00	11,392
04/08/14	Tue	71,495	69,350	51,836	0	51,836	125	10.7	10.6	0.00	8,581
04/09/14	Wed	70,192	76,970	1,945	53,632	55,576	0	10.7	10.6	0.00	10,955
04/10/14	Thu	72,511	66,660	49,742	0	49,742	0	10.7	10.6	0.00	14,894
04/11/14	Fri	76,247	82,050	21,393	53,108	74,501	0	10.7	10.6	0.00	10,242
04/12/14	Sat	112,784	101,250	43,608	48,022	91,630	0	10.8	10.7	0.00	5,114
04/13/14	Sun	90,529	93,520	53,856	19,523	73,379	0	10.8	10.7	0.00	12,874
04/14/14	Mon	98,727	92,820	46,077	48,545	94,622	0	10.7	10.6	0.00	16,610
04/15/14	Tue	96,820	104,150	58,718	30,444	89,162	0	10.8	10.7	0.00	13,635
04/16/14	Wed	95,487	105,470	45,778	38,597	84,374	0	10.7	10.6	0.00	11,254
04/17/14	Thu	98,931	101,210	55,427	19,747	75,174	0	10.7	10.6	0.00	22,441
04/18/14	Fri	106,472	96,660	45,329	43,160	88,488	0	10.7	10.6	0.00	7,808
04/19/14	Sat	102,771	98,000	1,421	53,931	55,352	0	10.8	10.7	0.00	15,762
04/20/14	Sun	89,573	88,870	67,470	59,840	127,310	0	10.8	10.7	0.00	16,898
04/21/14	Mon	85,254	83,220	47,947	0	47,947	0	10.7	10.6	0.00	17,396
04/22/14	Tue	73,921	67,040	0	51,687	51,687	0	10.7	10.6	0.00	7,664
04/23/14	Wed	73,045	73,170	53,332	21,617	74,950	0	10.5	10.5	0.00	8,133
04/24/14	Thu	83,861	77,790	45,852	40,691	86,544	0	10.9	10.8	0.00	13,097
04/25/14	Fri	98,249	86,090	0	55,726	55,726	0	10.9	10.8	0.28	10,849
04/26/14	Sat	92,136	92,390	80,036	0	80,036	0	10.7	10.6	0.00	12,711
04/27/14	Sun	91,146	88,860	51,462	26,330	77,792	0	10.4	10.3	0.00	11,827
04/28/14	Mon	65,229	68,910	0	35,081	35,081	0	10.4	10.3	0.00	6,573
04/29/14	Tue	69,926	63,830	59,017	7,555	66,572	0	10.4	10.3	0.00	9,510
04/30/14	Wed	69,491	50,270	0	49,817	49,817	0	10.3	10.3	0.00	10,250
<b>TOTALS</b>		<b>2,560,476</b>	<b>2,548,090</b>	<b>1,148,479</b>	<b>909,867</b>	<b>2,058,346</b>	<b>125</b>			<b>1.07</b>	<b>355,493</b>
Average		85,349	84,936	38,283	30,329	69,356	4	10.6	10.5	0.04	11,850
Minimum		65,229	50,270	0	0	35,081	0	10.3	10.3	0.00	5,114
Maximum		112,784	106,370	84,599	63,730	127,310	125	10.9	10.8	0.51	22,441

2014	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Total for 2014
Wastewater Influent	2,038,514	2,129,638	2,312,484	2,560,476									9,041,112
Wastewater Final Effluent (Month Cycle)	2,086,860	2,250,320	2,347,710	2,548,090									9,232,980
Adjusted Wastewater Influent (- State Flow) *	1,776,470	1,863,820	1,938,110	2,204,983									7,783,383
Water Produced (month cycle)	2,772,141	1,737,158	1,745,682	2,058,346									8,313,327
Sewer Influent/Water Produced Ratio	1.08	1.23	1.32	1.32									N/A
Adjusted Sewer/Water Ratio	0.94	1.07	1.11	1.14									N/A
Total Well Production	1,892,141	1,737,158	1,745,682	1,941,958									7,316,939
Well 1 Water Pumped	1,368,990	0	374,374	1,148,479									2,891,843
Well 2 Water Pumped	523,151	1,493,158	1,595,634	909,867									N/A
Well 3 Water Pumped	0	244,000	0	0									244,000
Water Well 1 Avg Depth to Water	14.6	13.1	10.7	10.6									N/A
Water Well 2 Avg Depth to Water	14.7	13.4	10.6	10.5									N/A
Average Depth of Both Wells	14.7	13.3	10.7	10.6									N/A
Change in Average Well Depth from 2013	+3.4	+2.2	-0.5	-0.7									N/A
State Wastewater Treated	262,044	265,818	311,282	355,493									1,194,637
State % of Total WW Flow	13%	13%	16%	14%									N/A
Biosolids Removal (Gallons)	0	0	12,000	12,000									24,000
WW Permit Limitation Exceeded	None	0	0	0									N/A
Constituent Exceeded	None	None	None	None									N/A
Sample Limit	N/A	N/A	N/A	N/A									N/A
Sample Result	N/A	N/A	N/A	N/A									N/A

2013	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Total for 2013
Wastewater Final Effluent (Month Cycle)	2,021,340	1,908,020	2,318,280	2,451,860	2,643,980	2,808,900	3,419,560	3,346,020	2,749,810	2,603,850	2,258,780	2,353,200	30,883,590
Wastewater Influent	2,314,345	2,162,072	2,521,425	2,462,631	2,597,523	2,836,232	3,360,480	3,305,527	2,735,386	2,525,334	2,084,338	2,313,438	31,218,731
Adjusted Wastewater Influent (- State Flow) *	2,067,826	1,945,010	2,222,831	2,144,411	2,239,609	2,452,299	2,819,473	2,783,082	2,351,167	2,191,107	1,852,313	2,007,408	27,086,536
Water Produced (month cycle)	1,727,730	1,703,869	1,995,696	2,278,258	2,540,208	2,803,862	3,198,897	3,089,090	2,471,242	2,288,805	1,854,816	2,032,266	27,984,740
Sewer Influent/Water Produced Ratio	1.34	1.27	1.26	1.08	1.02	1.01	1.05	1.08	1.11	1.10	1.22	1.17	N/A
Adjusted Sewer/Water Ratio	1.20	1.14	1.12	0.94	0.88	0.88	0.88	0.90	0.95	0.96	1.00	1.01	N/A
Average Depth of Both Wells	11.3	11.1	11.2	11.3	11.3	11.3	12.4	13.4	14.2	14.9	15.2	15.5	N/A
Change in Average Well Depth from 2011	+0.6	+0.1	+0.1	+0.1	+0.1	+0.1	+1.1	+1.4	+1.6	+1.7	+1.3	+5.5	N/A
State Wastewater Treated	246,519	217,062	288,594	318,220	357,914	383,933	541,007	522,445	364,219	334,227	232,025	281,172	4,107,337
State % of Total WW Flow	11%	10%	11%	13%	14%	14%	16%	16%	14%	13%	11%	12%	N/A
Biosolids Removal (Gallons)	6,000	0	0	6,000	6,000	12,000	6,000	12,000	12,000	6,000	6,000	6,000	78,000
WW Permit Limitation Exceeded	0	0	0	0	0	0	0	0	0	0	0	0	0
Constituent Exceeded	None	None	None	None	None	None	None	None	None	None	None	None	N/A
Sample Limit	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sample Result	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

The formula for calculation of "State % of total WW Flow" compares the State Wastewater Treated to the Wastewater Influent Flow.

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Well Average Depth 2010	9.8	10.1	10.4	10.8	10.8	10.9	10.8	10.8	11.5	12.2	12.4	10.2
Well Average Depth 2011	10.4	10.7	9.6	10.6	10.8	10.8	11.0	10.5	10.7	10.7	10.7	10.8
Well Average Depth 2012	10.6	11.0	11.1	11.2	11.4	11.2	11.3	12.0	12.6	13.2	13.9	11.0
Well Average Depth 2013	11.2	11.1	11.2	11.3	11.3	11.3	12.4	13.4	14.2	14.9	15.2	15.5
Well Average Depth 2014	14.7	13.4	10.7	10.6								



**DISTRICT FINANCIALS**  
**Renee Lundy**

**April 30, 2014**

**\* Financial Summary**

**\* Balance Sheet**

**\* Water Sales & Production**

**SAN SIMEON COMMUNITY SERVICES DISTRICT**



**FINANCIAL SUMMARY**

**BILLING**  
**April 30, 2014**

<b>March Billing Revenue</b>	<b>\$ 41,013.37</b>
<b>April Billing Revenue</b>	<b>\$ 55,854.98</b>
Past Due (31 to 60 days)	\$ 20.49
Past Due (60 days)	\$ 234.01

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**RABOBANK SUMMARY**  
**Ending Balances April 30, 2014**

**Summary of Transactions:**

Balance April 1, 2014	\$ 686,272.95
Interest for April 2014	\$ 141.01
Money Marketing Account Closing Balance April 30, 2014	\$ 686,413.96

Reserve Fund	(\$ 250,000.00)
Hook up Deposits	(\$ 43,470.00)
Available Funds	\$ 392,943.96

<b>General Checking Account</b>	<b>\$ 80,320.55</b>
<b>Well Rehab Project/USDA Checking Account</b>	<b>\$ 2,231.24</b>

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<b>LAIF Closing Balance March 31, 2014</b>	<b>\$ 518.24</b>
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**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Balance Sheet**  
As of April 30, 2014

Apr 30, 14

<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 · Petty cash	150.00
1020 · General checking	95,152.94
1022 · USDA checking	(50,234.76)
1040 · Cash in county treasury	21.69
1050 · LALF - non-restricted cash	517.95
1060 · Money Market Account 9548643039	686,272.95
<b>Total Checking/Savings</b>	731,880.77
<b>Other Current Assets</b>	
1200 · Accounts receivable	18,150.37
1220 · A/R - Hearst Castle	21,530.45
1300 · Prepaid expenses	1,778.33
<b>Total Other Current Assets</b>	41,459.15
<b>Total Current Assets</b>	773,339.92
<b>Fixed Assets</b>	
1400 · Fixed assets	
1420 · Building and structures	395,874.73
1500 · Equipment	316,747.53
1540 · Major water projects	145,068.22
1580 · Sewer plant	1,488,555.08
1600 · Water system	550,390.00
1620 · WWTP expansion	299,565.92
1630 · Tertiary Project	235,886.09
1640 · Wellhead project	420,577.13
<b>Total 1400 · Fixed assets</b>	3,852,664.70
1650 · Walkway access projects	11,511.00
1690 · Accumulated depreciation	(1,936,888.96)
<b>Total Fixed Assets</b>	1,927,286.74
<b>TOTAL ASSETS</b>	2,700,626.66
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts payable	44,732.15
<b>Total Accounts Payable</b>	44,732.15
<b>Other Current Liabilities</b>	
2100 · Payroll liabilities	76.50
2500 · Customer security deposits	10,358.13
2510 · Connect hookup wait list	43,470.00
2520 · USDA Loan	317,060.00
<b>Total Other Current Liabilities</b>	370,964.63
<b>Total Current Liabilities</b>	415,696.78
<b>Total Liabilities</b>	415,696.78
<b>Equity</b>	
3200 · Fund balance	2,214,136.83
3900 · Suspense	37,305.69
Net Income	33,487.36
<b>Total Equity</b>	2,284,929.88
<b>TOTAL LIABILITIES &amp; EQUITY</b>	2,700,626.66

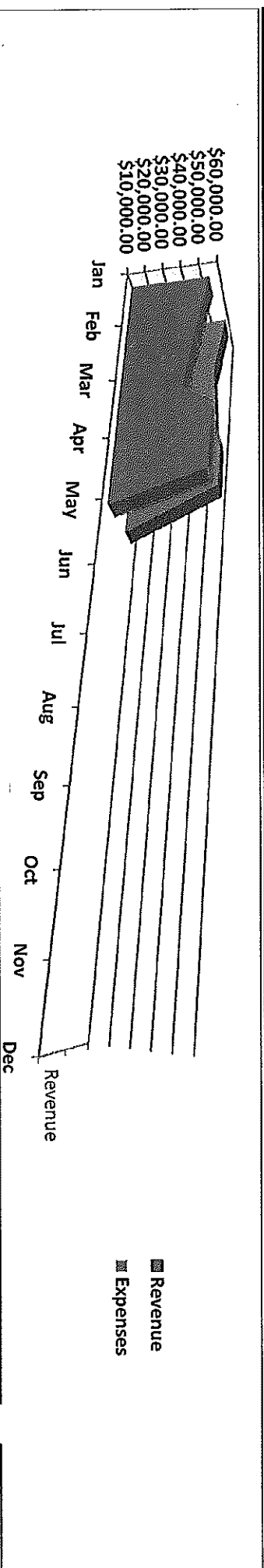
2014 DISTRICT REVENUE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
State Billing				\$23,125.64									\$23,125.64
County Property Tax	\$1,327.66	\$1,155.60	\$2,632.24	\$21,054.41									\$26,169.91
Water	\$21,971.3	\$19,076.2	\$16,337.8	\$22,890.1									\$80,275.35
Sewer	\$25,116.2	\$22,334.7	\$19,215.2	\$27,214.3									\$93,880.36
Service	\$5,366.4	\$5,366.4	\$5,366.4	\$5,366.4									\$21,465.60
Late Fees	\$155.8	\$100.4	\$93.9	\$413.6									\$763.75
<b>Total</b>	<b>\$53,937.3</b>	<b>\$48,033.3</b>	<b>\$43,645.6</b>	<b>\$100,064.4</b>									<b>\$245,680.61</b>
Water Sold Cu Ft	223200	206900	177200	248063									855363
Water Sold Acre ft	5.12	4.75	4.07	5.69									19.64



REVENUE VS EXPENSES

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Revenue	\$53,937.30	\$48,033.30	\$43,645.60	\$100,064.40									\$245,680.60
Expenses	\$58,555.68	\$53,848.94	\$56,471.91	\$67,511.62									\$236,388.15
Balance	-\$4,618.38	-\$5,815.64	-\$12,826.31	\$32,552.78									\$9,292.45



**SAN SIMEON COMMUNITY SERVICES  
HISTORICAL FISCAL REVIEW**

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
Water	\$18,173.0	\$18,627.8	\$16,595.1	\$15,204.0	\$11,089.7	\$11,820.6	\$14,655.9	\$12,301.9	\$12,308.1	\$17,354.2	\$16,361.6	\$23,235.2	\$187,727.1
Sewer	\$17,131.8	\$17,715.1	\$16,373.1	\$15,130.5	\$10,808.6	\$11,430.7	\$14,474.7	\$12,023.6	\$11,960.2	\$17,100.5	\$15,949.3	\$22,296.5	\$182,394.7
Service	\$3,208.9	\$3,210.2	\$3,495.9	\$3,465.2	\$3,481.9	\$3,515.4	\$3,498.7	\$3,498.7	\$3,481.9	\$3,498.7	\$3,498.7	\$3,481.9	\$41,336.0
<b>Total</b>	<b>\$38,513.8</b>	<b>\$39,553.2</b>	<b>\$36,464.1</b>	<b>\$33,799.7</b>	<b>\$25,380.2</b>	<b>\$26,766.7</b>	<b>\$32,629.3</b>	<b>\$27,824.2</b>	<b>\$27,750.2</b>	<b>\$37,953.3</b>	<b>\$35,809.5</b>	<b>\$49,013.6</b>	<b>\$411,457.8</b>
Water Sold Cu Ft	338115	340942	280448	254487	185365	200865	245098	206476	206159	292035	272744	384783	3207517
Water Sold acre ft	7.76	7.83	6.44	5.84	4.26	4.61	5.63	4.74	4.73	6.70	6.26	8.83	73.63

**2009 / 2010**

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
Water	\$23,422.1	\$24,495.2	\$24,323.5	\$18,281.7	\$17,712.1	\$13,309.5	\$14,079.9	\$14,436.8	\$14,580.3	\$15,978.4	\$17,181.9	\$20,045.1	\$217,846.3
Sewer	\$21,589.4	\$22,706.9	\$22,330.6	\$16,837.1	\$17,839.7	\$13,259.2	\$14,010.9	\$14,599.5	\$13,759.0	\$16,248.7	\$17,077.0	\$20,232.7	\$210,490.6
Service	\$3,835.7	\$3,820.5	\$3,802.2	\$3,802.2	\$3,802.2	\$3,857.1	\$3,820.5	\$3,838.8	\$3,802.2	\$3,802.2	\$3,820.5	\$3,802.2	\$45,806.6
<b>Total</b>	<b>\$48,847.2</b>	<b>\$51,022.6</b>	<b>\$50,456.4</b>	<b>\$38,921.0</b>	<b>\$39,354.1</b>	<b>\$30,425.7</b>	<b>\$31,911.3</b>	<b>\$32,875.1</b>	<b>\$32,141.5</b>	<b>\$36,029.3</b>	<b>\$38,079.4</b>	<b>\$44,080.0</b>	<b>\$474,143.4</b>
Water Sold Cu Ft	370034	403035	381961	302816	275704	203414	216577	220129	214084	243460	269171	304596	3,404,981
Water Sold acre ft	8.49	9.25	8.77	6.95	6.33	4.67	4.97	5.05	4.91	5.59	6.18	6.99	78.17

**2010 / 2011**

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
Water	\$29,080.9	\$30,541.4	\$24,905.3	\$23,664.7	\$18,603.5	\$18,224.2	\$18,368.8	\$17,712.9	\$14,752.5	\$20,943.1	\$19,569.8	\$24,471.6	\$260,838.8
Sewer	\$30,694.0	\$32,170.1	\$26,341.4	\$24,926.1	\$19,583.4	\$19,169.6	\$19,403.2	\$16,370.8	\$15,243.1	\$22,112.6	\$20,266.8	\$25,270.9	\$271,552.0
Service	\$4,272.0	\$4,231.1	\$4,251.5	\$4,251.5	\$4,251.5	\$4,272.0	\$4,251.5	\$4,272.0	\$4,251.5	\$4,251.5	\$4,251.5	\$4,292.4	\$51,100.0
<b>Total</b>	<b>\$64,046.8</b>	<b>\$66,942.6</b>	<b>\$55,498.2</b>	<b>\$52,842.4</b>	<b>\$42,438.4</b>	<b>\$41,665.8</b>	<b>\$42,023.5</b>	<b>\$38,355.7</b>	<b>\$34,247.2</b>	<b>\$47,307.2</b>	<b>\$44,088.1</b>	<b>\$54,034.9</b>	<b>\$583,490.8</b>
Water Sold Cu Ft	394069	413435	337511	319681	252605	247832	248528	225987	201323	285397	264824	329516	3,520,708
Water Sold acre ft	9.05	9.49	7.75	7.34	5.80	5.69	5.71	5.19	4.62	6.55	6.08	7.56	80.82

**2011 / 2012**

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
Water	\$30,164.0	\$31,860.6	\$27,236.4	\$23,180.2	\$19,172.8	\$13,606.3	\$18,102.6	\$20,631.4	\$17,394.1	\$23,008.4	\$23,384.4	\$29,603.5	\$277,344.6
Sewer	\$32,911.6	\$34,733.9	\$29,563.0	\$25,730.9	\$21,158.5	\$14,923.0	\$20,172.8	\$21,705.5	\$18,903.2	\$25,168.5	\$24,914.3	\$32,350.8	\$302,236.0
Service	\$4,792.3	\$4,792.3	\$4,815.4	\$4,815.4	\$4,792.3	\$4,815.4	\$4,792.3	\$4,769.3	\$4,769.3	\$4,792.3	\$4,815.4	\$4,792.3	\$57,553.9
<b>Total</b>	<b>\$67,867.9</b>	<b>\$71,386.8</b>	<b>\$61,614.7</b>	<b>\$53,726.5</b>	<b>\$45,123.6</b>	<b>\$33,344.7</b>	<b>\$43,067.8</b>	<b>\$47,106.2</b>	<b>\$41,066.6</b>	<b>\$52,969.2</b>	<b>\$53,114.0</b>	<b>\$66,746.6</b>	<b>\$637,134.5</b>
Water Sold Cu Ft	361479	380540	324880	279621	232827	165658	220059	216680	209256	285145	279529	354134	3,309,808
Water Sold acre ft	8.30	8.74	7.46	6.42	5.34	3.80	5.05	4.97	4.80	6.55	6.42	8.13	75.98

**2012 / 2013**

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$27,981.20			\$21,530.45				\$23,125.6			\$72,637.3
County Property Tax	\$8,069.77	\$51.86	\$1,503.31	\$3,859.65	\$5,718.15	\$25,445.32	\$1,327.66	\$1,155.6	\$2,632.2	\$21,054.4			\$70,818.0
Water	\$36,628.9	\$36,833.3	\$28,053.5	\$24,908.9	\$20,549.4	\$17,417.0	\$21,971.3	\$19,076.2	\$16,337.8	\$22,890.1			\$244,666.4
Sewer	\$40,084.9	\$43,613.3	\$33,179.7	\$29,636.1	\$23,946.3	\$20,191.1	\$25,116.2	\$22,334.7	\$19,215.2	\$27,214.3			\$284,531.8
Service	\$5,436.9	\$5,366.4	\$5,366.4	\$5,366.4	\$5,366.4	\$5,366.4	\$5,366.4	5366	5366	5366			\$53,734.5
Late Fees	\$59.8	\$110.4	\$120.6	\$71.4	\$117.4	\$101.1	\$155.8	100.38	93.94	413.64			\$1,344.4
<b>Total</b>	<b>\$90,280.3</b>	<b>\$85,975.3</b>	<b>\$96,204.7</b>	<b>\$63,842.4</b>	<b>\$55,697.7</b>	<b>\$90,051.4</b>	<b>\$53,937.3</b>	<b>\$48,033.3</b>	<b>\$43,645.6</b>	<b>\$100,064.4</b>			<b>\$727,732.4</b>
Water Sold Cu Ft	73741	396714	303256	269689	222002	188500	223200	206900	177200	248063			2,609,265
Water Sold Acre ft	8.58	9.11	6.96	6.19	5.10	4.33	5.12	4.75	4.07	5.69			59.90

**2013 / 2014**



## **ITEMS OF BUSINESS**

**\* Minutes – April 09, 2014**

**\* Disbursements Journal – May 14, 2014**

**\* USDA Loan Disbursements Journal - May 14, 2014**

**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, April 9, 2014**  
**6:00 pm**

**CAVALIER COVE ROOM**  
**250 San Simeon Avenue**  
**San Simeon, CA**

**1. NO CLOSED SESSION:**

**2. REGULAR SESSION @ 6:00 PM**

**A. Roll Call**

Chairperson McAdams - Present  
Vice-Chair Fields - Present  
Director Williams - Present  
Director Price – Present  
Director Patel – Present

**Also Present:**

General Manager Charles Grace  
District Counsel: Heather Whitham  
Sheriff Representative: Senior Deputy Jason Caron  
David Church, LAFCO Representative

**B. Pledge of Allegiance**

**3. PUBLIC COMMENT: None**

**A. Sheriff's Report – Report for March.**

There were 62 calls for service for the month of March. Such calls were; 9 assist other Agencies, 1 crimes against person (Prowler), 3 crimes against property (1 burglaries, 2 thefts), 2 check the welfare, 6 suspicious circumstances, 5 incomplete 911 calls, 1 Alarm call, 35 Self initiated Deputy field calls.

**B. Public comment on Sheriff's Report: None**

**4. BOARD PRESENTATIONS AND ANNOUNCEMENTS:**

LAFCO Representative David Church did a presentation on San Simeon CSD's current Charter "Powers of Authority" and how to add powers to the Charter. Currently LAFCO has San Simeon CSD listed as having Water, Sewer and Roads "Powers of Authority". Per information at the District office, the District also has "Streetlights" on the list. The District will have to work with LAFCO to turn in the paperwork needed to make that change. There are some latent powers that the District could have if interested. If the District decides to put those powers into effect, Staff will contact LAFCO to start the process.

**5. STAFF REPORTS**

**A. General Manager's Report**

**1. Staff Activity – Report on Staff activities for the month of March.**

Along with billing and collections, Staff worked with the USDA, Phoenix Engineering, Rahmina Construction on the Completion of the Wellhead Project. Staff is still training residents and hotels on the use of Recycled Water and staff has distributed the first Recycled Water Newsletter. Staff worked with Counsel on the draft of Ordinance 114 (Stage 1,2,3 Alert) and coordinated all the necessary postings with all agencies. Staff coordinated and prepared materials and minutes for two March Water Committee meetings. Staff Administrator is currently working with several agencies on Grants for Recycled Water and Beach Accesses.

## **2. Grants, Loans and Partnership Opportunities – Update on USDA Wellhead Project**

### **A. USDA Wellhead Project**

As of April 9<sup>th</sup>, the Wellhead Rehab Project is complete. Ultura Water sponsored a Ribbon cutting ceremony on April 9<sup>th</sup>. On March 23<sup>rd</sup>, the first USDA Loan payment was made in the amount of \$10,345:00.

### **B. USDA Recycled Water Grant**

Staff is pursuing a \$500,000 grant from the USDA. If granted to the District, the District will not need to pay back. Staff is seeking the Grant to help pay for Reporting, permitting, purple pipe for the West side of the Highway to all Home Owner Associations for irrigation and purple piping to all Hotels for Laundry use and irrigation use. The approximate amount of the project is \$800,000. The USDA has also offered to loan the remainder of the money if the District so desires. Other Grants are being sought to help finance the remainder of the West Side Purple Pipe Project as well as funding for the East Side.

### **C. PG&E Street Light Replacement Program for East Side of Highway –**

Staff had a meeting with County Public Works Utility Coordinator and PG&E Government Relations Member. PG&E local staff is currently lobbying the PG&E Regional staff to add (fully pay for ) the lights on Castillo Drive to the PG&E 2015 pole replacement project. The 2015 pole replacement project is the last installment. Any project that incurs after 2015, the District will have to pay for completely.

In conjunction with the PG&E offer, 4 Options were discussed.

**Option 1.** District applies for the Rule 20A Program through Resolution declaring San Simeon CSD an Underground Utility District. The District would be placed on a wait list. When the County gets to our request, the County would pay for the undergrounding of the PG&E line on the County owned street, Castillo Drive. Although, the County has just had some projects drop off the list, the most current project next in line applied in 2004.

**Option 2.** District applies for the Rule 20B Program through Resolution declaring San Simeon CSD an "Underground Utility District". The County would pay for the project. The Hotels on Castillo Street would be assessed a tax on their property to slowly pay back the costs of the project. Or, the Hotels could pay the costs upfront prior to the start of the project.

**Option 3.** The District and PG&E do the project without County involvement. The District hires a PG&E approved contractor to do the undergrounding work and the District/Hotels pay for the contractor.

While the District decides what direction to take, Staff will apply for all the options. Staff will apply for the Rule20A project wait list and will get an "Underground Utility District" Resolution started. The Staff will need to prepare a letter of intent to the County on the proposed project in order to improve District chances on the wait list. There is always a possibility of being pushed to the top of the list depending on costs. The Project Intent Letter will trigger the County Public Works Department to get cost estimates on the project for both Rule 20A &B. Staff also needs to send a letter of intent to PG&E so that their Staff can start getting cost estimates from their approved contractors. Staff will update the Board and Mike Hanchett with the BID when estimates are received from all parties.

**3. San Simeon Recycled Water Use** – Progress since obtaining the permit to use and presentation of Recycled Water Project logo.

Staff is continuing to train residents, commercial properties and Distributors on the Recycled Water Program. Staff has to do site visits per the California Department of Public Health (CDPH) to review all site plans and all paperwork associated with the request of Recycled Water. Staff then sends all paperwork to the CDPH to get site approval for receiving water on the property. Since it has rained, potential Recycled Water pickups were cancelled by the customer.

Staff is currently working with Cal Fire for the use of Recycled Water for Fire Fighting to determine if Cal Fire's needs can be met using SSCSD Recycled water.

Staff has created a Recycled Water Logo to be used when distributing material regarding the San Simeon Recycled Water. It is attached for the Board to view.

Staff has trained to date: (8) Distributors, (10) Residents, (10) Homeowner Associations, (7) Hotels and (2) Restaurants in the use of Recycled Water.

**B. Superintendent's Report**

**1. Wastewater Treatment Plant**

- The wastewater treatment plant performed well this month.
- All sampling, testing and reporting at the wastewater treatment plant was performed as required by the RWQCB.
- The facility portable dissolved oxygen meter failed and was sent out for repairs. A second one was purchased in the event this happens again we will not go without. We also purchased a back up chlorine residual meter for the same reason.
- We performed more performance testing toward getting our laboratory certified through the State of California's Environmental Laboratory Accreditation Program, or ELAP.
- We had J.R.'s Environmental services on site to perform annual calibration of the WWTP flow meters. They also installed a pH meter so we can continuously monitor the pH level at the clarifier effluent channel.

- There was a leak at the outlet for the sodium hypochlorite tank at the WWTP on Saturday, March 15th. The secondary containment tank did its job. We were able to continue with the disinfection process throughout the event. Monday the chemical company responsible for that equipment was able to make the necessary repair.

**2. Water Distribution System**

- All routine sampling and testing was performed. The monthly report was submitted to the CDPH.
- Monthly meter reading was performed.
- Staff assisted Phoenix Engineering and Raminha Construction and their subcontractors with the domestic water well rehabilitation project.

**3. District and Equipment Maintenance**

- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all of these activities.

**C. District Financial Summary – Update on Monthly Financial Status for close of business March 31, 2014.**

**BILLING  
March 31, 2014**

February Billing Revenue	\$ 47,127.68
<b>March Billing Revenue</b>	<b>\$ 41,013.37</b>
Past Due (31 to 60 days)	\$ 113.76
Past Due (60 days)	\$ 234.01

**RABOBANK SUMMARY  
Ending Balances March 31, 2014**

**Summary of Transactions:**

Balance March 1, 2014	\$ 686,127.26
Interest for March 2014	\$ 145.69
<b>Money Marketing Account Closing Balance March 31, 2014</b>	<b>\$ 686,272.95</b>
Reserve Fund	(\$ 250,000.00)
Hook up Deposits	(\$ 43,470.00)
<b>Available Funds</b>	<b>\$ 392,802.95</b>
<b>General Checking Account</b>	<b>\$ 86,046.20</b>
<b>Well Rehab Project/USDA Checking Account</b>	<b>\$ 12,575.83</b>
<b>LAIF Closing Balance March 31, 2014</b>	<b>\$ 517.95</b>

#### **D. District Counsel's Report – Tim Carmel/Heather Whitham**

District Counsel worked on some follow up issues; Sansone project is currently on hold. Counsel worked on a letter of concerns and provisions with Staff to address public and Board concerns. Counsel also prepared consulting services contracts with Bob Stilts (new bookkeeper), and Jon Turner with Phoenix Engineering.

Counsel has been working with Staff on Draft Ordinance 114, Public Hearing Notice, Ordinance Summaries, prepared Resolution 13-363 and publication of those 3 items.

Counsel prepared the Ultura contract amendment adding the additional staff member if the board chooses to approve Discussion Action Item B of the April board packet.

#### **6. ITEMS OF BUSINESS**

##### **A. Approval of last month's minutes – March 12, 2014.**

Minutes approved as presented.

Motion by: Vice-Chair Fields  
2<sup>nd</sup> by: Director Patel  
All In: 5 / 0

##### **B. Approval of Disbursements Journal(s) – April 09, 2014.**

Minutes approved as presented.

Motion by: Director Williams  
2<sup>nd</sup> by: Director Price  
All In: 5 / 0

#### **7. PUBLIC HEARING**

##### **A. Public Hearing and consideration of adoption of DRAFT Ordinance No. 114 –**

Amending the District's Water Conservation Plan including establishing Stage One, Stage Two, and Stage Three mandatory conservation measures, restrictions and penalties for violations.

At the March 12, 2014 Board Meeting, the Water Committee requested that the Board review Ordinance 106 to include provisions for Board action and pass a Resolution that would grant the District temporary authority to enter into Stage 3 alert, lengthen conservation measures, and to triple current fines regarding water usage violations.

On April 1, 2014, Staff posted a public hearing notice and Ordinance Summary regarding the adoption of Ordinance 114 amending Ordinance 106; the Districts Water Conservation Plan and regulations. Ordinance 114 establishes authority for the Board to establish by way of Resolution mandatory conservation measures and more severe penalties for violations during Stage 1, Stage 2 and Stage 3 events. Staff recommends approval of Ordinance 114.

A motion was made to approve Ordinance 114; with amendment to page 3, #4 change "to" to "of".

Motion by: Chairperson McAdams  
2<sup>nd</sup> by: Director Price  
All In: 5 / 0

**Roll Call vote:**

Chairperson McAdams - Yes      Vice-Chair Fields - Yes      Director Williams – yes  
Director Price – Yes      Director Patel – Yes

**8. DISCUSSION/ACTION ITEMS**

**A. Consider of adoption of Resolution No. 13-362 –**

Implementing a Stage 3 water shortage pursuant to the District's Water Conservation Plan.

Resolution 13-362 was included in the April board packet which gives the Board of Directors the authority to implement a Stage Three Water shortage by way of resolution in order to protect the health, safety and general welfare of the public. The Governor of the California declared a State wide Drought due to record dry conditions, the Governor's proclamation states that "local urban water suppliers and municipalities are called upon to implement their local water shortage contingency plans immediately". Staff is requesting approval of Resolution 13-362.

A motion was made to approve Resolution 13-363 as presented

Motion by: Chairperson McAdams  
2<sup>nd</sup> by: Director Williams  
All In: 5 / 0

**B. Consideration of additional \$2,834 per month to Ultura Services –**

Ultura Services contract provision IV. Scope of Services as related to staffing.

Staff enclosed a summary of the additional regulated activities that are currently being performed by Staff in the April board packet. These items are additional tasks that were being performed at the start of the October 2011 Ultura Contract. The amount of additional tasks warrants the increase from 1 full time Chief Plant Operator (CPO) and 1 part time operator to, 1 full time CPO and 1 full time Operator. Staff recommends approval.

A motion was made to approve the additional \$2,834 per month for a second full time person.

Motion by: Director Williams  
2<sup>nd</sup> by: Chairperson McAdams  
All In: 5 / 0

**9. Board Committee Reports – Oral Report from Committee Members.**

**Water Committee Report for March 19<sup>th</sup>. Regular session started at 3:07 PM.**

**Roll Call:**

Water Committee Members  
Chair: Alan Fields  
Director Dan Williams  
Mike Hanchett  
Paul Panchal

**Also Present:**

Charles Grace, General Manager  
Renee Lundy, Administrator  
Public: Leroy Price

**Pledge of Allegiance**

**PUBLIC COMMENT:**

Mike Hanchett asked Staff to get clarification on Reverse Osmosis Unit utility fees, permitting fees, process and allowances on getting a temporary unit installed. Director Williams asked Staff to ask if the Military has any excess units they want to get rid of.

**Discussion of Draft Ordinance 114 (Stage 1, 2, and 3 revision) - suggestions for the SSCSD Board of Directors.**

The Committee decided that more historical information needs to be submitted before a definite decision could be made as to the triggers of Stage 1,2 and 3.  
Once all data is collected, Mike Hanchett has agreed to combine the data.

**Adjournment@4:05 PM**

**10. Board Reports – Oral Report from Board Members on current issues. None**

**11. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS-** Requests from Board members to receive feedback, direct staff to prepare information, and/or request a formal agenda report be prepared and the item placed on a future agenda. None

**12. ADJOURNMENT@ 7:42 PM PM**



**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Warrant Report**  
**General Checking**  
 May 2014

Type	Date	Num	Name	Memo	Amount	Balance
Paycheck	05/01/2014	7037	ALAN FIELDS	Board Salary	(92.35)	80,320.55
Paycheck	05/01/2014	7038	DAN WILLIAMS	Board Salary	(92.35)	80,228.20
Paycheck	05/01/2014	7039	KAUSHIK S PATEL	Board Salary	(92.35)	80,135.85
Paycheck	05/01/2014	7040	LERROY E PRICE	Board Salary	(92.35)	80,043.50
Paycheck	05/01/2014	7041	RALPH N MCADAMS	Board Salary	(92.35)	79,951.15
Bill Pmt	05/01/2014	7024	Ultura Water	Operations and Management Services for May	(41,704.64)	38,154.16
Bill Pmt	05/01/2014	7025	Ultura Water	Uncontracted/additional Lab Sampling: Well 3 sampling \$345.00 recycled water sampling \$1944.00 NPDES \$2,515.00 ELAP Certification 583.07	(5,615.07)	32,539.09
				Ull Time employee for one week \$228.00		
Bill Pmt	05/01/2014	7026	CaLPERS	(July - Sept) Health Premium statement	(919.48)	31,619.61
Bill Pmt	05/01/2014	7027	Phoenix Civil Engineering	WWTP O&M Manual progress payment	(1,195.00)	30,424.61
Bill Pmt	05/01/2014	7028	The Tribune	Ord. 114 posting and summary, Public Hearing posting	(2,357.80)	28,066.81
Bill Pmt	05/01/2014	7029	Tracy McConnell	Deposit Refund, Acct. 303	(50.00)	28,016.81
Bill Pmt	05/01/2014	7030	Carmel & Nacassha. LLP	april Services	(1,800.00)	26,216.81
Bill Pmt	05/01/2014	7031	Cleath-Harris Geologists, Inc	Groundwater Availability Study, progress payment	(5,293.00)	20,923.81
Bill Pmt	05/01/2014	7032	Glenn Burdette	April Services (\$1500) Payroll tax (\$300)	(1,800.00)	19,123.81
Bill Pmt	05/01/2014	7033	JR's Environmental Services	New NPDES PH Limit Analysis	(2,926.63)	16,197.18
Bill Pmt	05/01/2014	7034	Marina Michel	2013 Consumer Confidence Report	(50.00)	16,147.18
Bill Pmt	05/01/2014	7035	MICHAEL O'NEILL	Website services	(275.00)	15,872.18
Bill Pmt	05/01/2014	7036	State Lands Commission	Land lease Wastewater Treatment Plant	(3,025.00)	12,847.18
					<u>(67,473.37)</u>	<u>12,847.18</u>

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Warrant Report USDA**  
 May

Type	Date	Nurr	Name	Memo	Amount	Balance
Bill Pmt	05/01/2014	121	AECOM USA Inc.	16.50 Hours (\$2613.60 travel, \$ 238.00	(2,851.60)	2,231.24
Bill Pmt	05/01/2014	122	Phoenix Civil Engineering	Construction Management March	(870.00)	(1,490.36)
Bill Pmt	05/01/2014	123	Raminha Construction, Inc	Period 3/13/14 - 4/16/14	(23,443.64)	(24,934.00)
					<u>(27,165.24)</u>	<u>(24,934.00)</u>

Total USDA checking paid as of 5/14/14 \$405,535.00

## **DISCUSSION & ACTION ITEMS**

## **DISCUSSION/ACTION ITEMS**

**May 14, 2014**

### **A. Notice of Completion of Wellhead Rehab Project – USDA required process.**

Per the USDA, the San Simeon Board of Directors needs to accept the project by way of a recorded action item. Once accepted by the Board, the attached Notice of Completion needs to be Notarized, and Phoenix Engineering will submit to the County for the County's records. Staff recommends approval of the Completion of the Well Rehab Project.



San Simeon Community Services District, 111 Pico Avenue, San Simeon, CA 93452

**NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN that the San Simeon Community Services District, a body corporate and politic of the State of California, is the owner in fee or of an easement over the following described real property, to wit

That on the 15<sup>th</sup> day of May 2013, the said San Simeon Community Services District, a body corporate and politic of the State of California, entered into a contract and the contract was completed by Raminha Construction, Inc.

For the works of improvement to the San Simeon CSD Wellhead Rehabilitation Project (No. 2012-02) on that certain real property hereinbefore described; that said structure and/or improvements were actually completed on the 23<sup>rd</sup> day of April, 2014, that the address of the said San Simeon Community Services District is 111 Pico Avenue, San Simeon, California

\_\_\_\_\_  
Charles Grace, General Manager  
San Simeon CSD  
State of California

\_\_\_\_\_  
Ralph McAdams, Chairperson  
San Simeon CSD  
State of California

**STATE OF CALIFORNIA**  
**COUNTY OF SAN LUIS OBISPO**

On \_\_\_\_\_, before me, \_\_\_\_\_, Notary Public, personally appeared Charles Grace and Ralph McAdams, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
(Notary Signature)

SEAL

**AFTER RECORDING RETURN TO:**  
San Simeon Community Services District  
111 Pico Avenue  
San Simeon, California 93452

San Simeon Community Services District  
Wellhead Rehabilitation Project

Notice of Completion